

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, FEBRUARY 11, 2014
5:30 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

1. Call to Order
2. Approve January 28, 2014 Meeting Minutes
3. Discuss Claim Checks for Period Ending February 11, 2014
4. Discuss January 2014 Payroll Checks and Vacation Buy Outs
5. Next Meeting – February 25, 2014
6. Adjournment

Attachments:

January 28, 2014 Meeting Minutes
January 2014 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, JANUARY 28, 2014**

CALL TO ORDER

Council Member Taylor called the meeting of the City of Prosser Budget and Finance Committee to order at 5:30 p.m.

ATTENDANCE

Council Member Taylor, Council Member Becken, and Finance Director Mauras were present. Council Member Aubrey had an excused absence.

APPROVE JANUARY 14, 2014 MEETING MINUTES

A motion was made by Council Member Taylor, seconded by Council Member Becken to approve the January 14, 2014 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING JANUARY 14, 2014

The Committee reviewed the claim checks prepared for City Council approval. The Committee had questions the purchase from Commercial Tires inquiring why the purchase was not made at a local establishment. Council Member Becken also inquired about the expense for the City's newsletter and whether or not it was a good use of the city's funds.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:45 p.m.

Council Member Randy Taylor
Budget & Finance Committee Chair

Regina Mauras
Finance Director

Payroll Review

01131/2014

Earnings

Earning Item	Hours	Rate	Salary
Board Meeting	4.00	20.00	80.00
	4.00		80.00

Earning Item	Hours	Rate	Salary
Cell Phone Allowa			49.67
Cell Phone Allowa			49.67
Cell Phone Allowa			49.67
Cell Phone Allowm			49.67
Cell Phone Allowa			49.67
Cell Phone Allowm			49.67
Cell Phone Allowa			49.67
Cell Phone Allowa			49.67
Cell Phone Allowm			49.67
Cell Phone Allowa			49.67
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Cell Phone Allowa			49.67
Cell Phone Allowa			49.67
Cell Phone Allowa			49.67
Cell Phone Allowai			49.67
Cell Phone Allowa			49.67
21			1,043.07

Earning Item	Hours	Rate	Salary
Comp Buy Out	40.00	28.14	1,125.60
1	40.00		1,125.60

Earning Item	Hours	Rate	Salary
Comp Earned	12.00		
Comp Earned	17.00		
Comp Earned	3.00		
3	32.00		

Payroll Review

01/31/2014

Earnings

Earning Item	Hours	Rate	Salary
Comp Used	18.00		
Comp Used	4.00		
2	22.00		

Earning Item	Hours	Rate	Salary
Council Meeting	2.00	40.00	80.00
Council Meeting	2.00	40.00	80.00
2	4.00		160.00

Earning Item	Hours	Rate	Salary
Draw			-150.00
Draw			-833.00
Draw			-1,100.00
Draw			-600.00
Draw			-1,900.00
Draw			-1,400.00
Draw			-2,217.00
Draw			-500.00
Draw			-1,500.00
Draw			-700.00
Draw			-600.00
Draw			-700.00
Draw			-1,500.00
Draw			-800.00
Draw			-1,559.00
Draw			-1,800.00
Draw			-1,500.00
17			-19,359.00

Earning Item	Rate	Salary
Education Pay		75.00
Education Pay		75.00
Education Pay		50.00
Education Pay		75.00
4		275.00

Payroll Review

01/31/2014

Earnings

Earning Item	Hours	Rate	Salary
Evidence Pay			50.00
			50.00
Earning Item	Hours	Rate	Salary
FTO Pay			50.00
FTO Pay			50.00
FTO Pay			50.00
3			1 50.00
Earning Item	Hours	Rate	Salary
Hol F Adj	8.00		
Hol F Adj	-8.00		
Hol F Adj	8.00		
3	8.00		
Earning Item	Hours	Rate	Salary
Hol F Earned	8.00		
Hol F Earned	8.00		
Ho! F Earned	8.00		
Ho! F Earned	8.00		
Hol F Earned	8.00		
Hol F Earned	8.00		
Hol F Earned	8.00		
Hol F Earned	8.00		
Hol F Earned	8.00		
Ho! F Earned	8.00		
Hol F Earned	8.00		
/fol F Earned	8.00		
Ho! F Earned	8.00		
Uiol F Earned	8.00		
Hol F Earned	8.00		
Hol F Earned	8.00		
Ho! F Earned	8.00		
Hol F Earned	8.00		
Hol F Earned	8.00		
Ho! F Earned	8.00		

Payroll Review

01/31/2014

Earnings

Earning Item	Hours	Rate	Salary
Hol F Earned	8.00		
Ho! F Earned	8.00		
Ho! F Earned	8.00		
Ho! F Earned	8.00		
Ho! F Earned	8.00		
iHol F Earned	6.40		
iHol F Earned	8.00		
lHol F Earned	8.00		
Ho! F Earned	8.00		
Ho! F Earned	8.00		
Hol F Earned	8.00		
Hol F Earned	8.00		
Ho! F Earned	8.00		
Ho! F Earned	8.00		
Hol F Earned	8.00		
Hol F Earned	8.00		
Ho! F Earned	8.00		
Ho! F Earned	8.00		
39	310.40		

Earning Item	Hours	Rate	Salary
Ho! F Used	8.00	19.15	153.20
Ho! F Used	8.00		
2	16.00		153.20

Earning Item	Hours	Rate	Salary
Holiday Adj	-2.00		
1	-2.00		

Earning Item	Hours	Rate	Salary
Holiday Earned	80.00		

Payroll Review

01/31/2014

Earnings

Earning Item	Hours	Rate	Salary
Holiday Used	24.00		
Holiday Used	24.00	29.15	699.60
Holiday Used	24.00	30.93	742.32
Holiday Used	22.00	10.79	237.38
Holiday Used	24.00	15.20	364.80
Holiday Used	24.00		
Holiday Used	24.00	25.67	616.08
Holiday Used	24.00	21.42	514.08
Holiday Used	24.00		
Holiday Used	19.20	15.67	300.86
Holiday Used	24.00	23.46	563.04
Holiday Used	24.00	25.67	616.08
Holiday Used	24.00	24.89	597.36
Holiday Used	24.00		
Holiday Used	24.00	25.67	616.08
Holiday Used	24.00	25.67	616.08
Holiday Used	24.00		
Holiday Used	24.00		
Holiday Used	24.00		
28	665.20		10,545.28
Earning Item	Hours	Rate	Salary
Hourly	99.00	19.15	1,895.85
Hourly	159.50	18.35	2,926.83
Hourly	135.00	25.62	3,458.70
Hourly	96.00	14.75	1,416.00
Hourly	152.00	25.67	3,901.84
Hourly	120.00	25.62	3,074.40
Hourly	125.00	29.15	3,643.75
Hourly	160.00	25.67	4,107.20
Hourly	129.50	29.15	3,774.93
Hourly	120.00	30.93	3,711.60
Hourly	152.00	10.79	1,640.08
Hourly	125.00	15.20	1,900.00
Hourly	149.00	25.67	3,824.83

Payroll Review

01131/2014

Earnings

Earning Item	Hours	Rate	Salary
Hourly	92.00	21.42	1,970.64
Hourly	116.60	15.67	1,827.12
Hourly	140.00	23.46	3,284.40
Hourly	140.00	25.67	3,593.80
Hourly	127.00	24.89	3,161.03
Hourly	150.00	25.67	3,850.50
Hourly	160.00	25.67	4,107.20
20	2,647.60		61,070.70

Earning Item	Hours	Rate	Salary
Hourly Alt	48.00	22.65	1,087.20
	48.00		1,087.20

Earning Item	Hours	Rate	Salary
Overtime	9.00	38.43	345.87
Overtime	15.00	47.99	719.85
Overtime	28.50	43.05	1,226.93
Overtime	4.00	43.73	174.92
Overtime	4.00	38.51	154.04
Overtime	25.00	46.40	1,160.00
Overtime	49.00	43.05	2,109.45
Overtime	37.00	47.99	1,775.63
Overtime	9.00	43.05	387.45
Overtime	36.00	35.19	1,266.84
Overtime	34.00	39.05	1,327.70
Overtime	7.00	38.51	269.57
Overtime	37.00	35.43	1,310.91
Overtime	3.00	37.34	112.02
Overtime	4.00	38.51	154.04
Overtime	5.00	38.51	192.55
16	306.50		12,687.77

Earning Item	Hours	Rate	Salary
Overtime Ho! (.5)	8.00	16.00	128.00
Overtime Ho! (.5)	16.00	14.35	229.60
Overtime Ho! (.5)	16.00	14.35	229.60

Payroll Review

01/31/2014

Earnings

Earning Item	Hours	Rate	Salary
Overtime Hol (.5) i	8.00	14.35	114.80
Overtime Hol (.5)	8.00	16.00	128.00
Overtime Hol (.5)	16.00	16.00	256.00
Overtime Hol (.5)	8.00	14.35	114.80
Overtime Hol (.5)	16.00	13.02	208.32
Overtime Hol (.5)	16.00	11.81	188.96
Overtime Hol (.5) l	8.00	11.25	90.00
10	120.00		1,688.08

Earning Item	Hours	Rate	Salary
Overtime Hol (1.5)	4.00	47.99	191.96
Overtime Hol (1.5)	8.00	43.05	344.40
Overtime Hol (1.5)	8.00	43.05	344.40
Overtime Hol (1.5)l	4.00	43.05	172.20
Overtime Hol (1.5)l	1.00	47.99	47.99
Overtime Hol (1.5)	8.00	47.99	383.92
Overtime Hol (1.5)	4.00	43.05	172.20
Overtime Hol (1.5)	8.00	39.05	312.40
Overtime Hol (1.5)	8.00	35.43	283.44
Overtime Hol (1.5)	2.00	33.74	67.48
10	55.00		2,320.39

Earning Item	Hours	Rate	Salary
PS Leave Earned	80.00		
PS Leave Earned	80.00		
2	160.00		

Earning Item	Hours	Rate	Salary
Salary	8.00		250.00
Salary	141.33		3,601.87
Salary	125.33		5,544.93
Salary	8.00		250.00
Salary	161.33		4,974.67
Salary	137.33		4,974.67
Salary	85.33		6,926.40
Sal31-ry	8.00		250.00

Payroll Review

01/31/2014

Earnings

Earning Item	Hours	Rate	Salary
Salary	149.33		7,456.80
Salary	138.33		4,974.67
Salary	40.00		5,544.93
Salary	135.33		7,370.13
Salary	161.33		5,161.05
Salary	109.33		5,639.92
Salary	161.33		4,974.67
Salary	149.33		4,511.87
Salary	173.33		4,094.13
Salary	144.40		3,248.49
Salary	93.83		4,759.73
Salary	81.33		5,350.00
Salary	101.33		5,106.40
Salary	133.33		3,990.13
22	2,446.51		98,955.46

Earning Item	Hours	Rate	Salary
Shift Pay			125.00
Shift Pay			8.70
Shift Pay			130.00
Shift Pay			21.90
Shift Pay			125.00
Shift Pay			170.00
Shift Pay			70.00
Shill Pay			105.00
Shift Pay			70.00
Shill Pay			95.00
Shill Pay			58.80
Shill Pay			285.00
Shift Pay			69.60
Shift Pay			255.00
Shill Pay			67.20
Shill Pay			60.00
Shift Pay			125.00
Shift Pay			130.00

Payroll Review

011312014

Earnings

Earning Item	Hours	Rate	Salary
Sick Earned	8.00		

39 307.40

Earning Item	Hours	Rate	Salary
Sick Used	6.00	18.35	110.10
Sick Used	5.00	25.62	128.10
Sick Used	8.00	25.67	205.36
Sick Used	12.00		
Sick Used	20.00	25.62	512.40
Sick Used	36.00		
Sick Used	16.00		
Sick Used	32.00	30.93	989.76
Sick Used	35.00		
Sick Used	133.33		
Sick Used	3.00	15.20	45.60
Sick Used	14.00		
Sick Used	12.00	31.99	383.88
Sick Used	16.00		
Sick Used	6.20	15.67	97.15
Sick Used	24.00		
Sick Used	3.00	24.89	74.67
Sick Used	39.50		
Sick Used	68.00		

Payroll Review

01/31/2014

Earnings

Earning Item	Hours	Rate	Salary
ISick Used	16.00		
20	505.03		2,547.02

Earning Item	Hours	Rate	Salary
Uniform			450.00
Uniform			450.00
Un ifonn			450.00
Uniform			450.00
Unifonn			450.00
Unifonn			450.00
Unifonn			450.00
13			5,850.00

Earning Item	Hours	Rate	Salary
vac Adj	-8.67		
	-8.67		

Earning Item	Hours	Rate	Salary
Vac Buy Out	80.00	28.70	2,296.00
Vac Buy Out	151.00	28.14	4,249.14
Vac Buy Out	80.00	31.99	2,559.20
3	311.00		9,104.34

Earning Item	Hours	Rate	Salary
Vac Earned	12.00		
Vac Earned	12.00		
Vac Earned	22.00		
Vac Earned	8.67		
Vac Earned	18.03		
Vac Earned	12.00		

Payroll Review

01/31/2014

Earnings

Earning Item	Hours	Rate	Salary
Vac Earned	12.00		
Vac Earned	20.04		
Vac Earned	12.00		
Vac Earned	20.71		
Vac Earned	18.03		
Vac Earned	12.00		
Vac Earned	12.00		
Vac Earned	22.00		
Vac Earned	22.00		
Vac Earned	13.34		
Vac Earned	8.67		
Vac Earned	8.67		
Vac Earned	16.02		
Vac Earned	8.67		
Vac Earned	12.00		
Vac Earned	17.36		
Vac Earned	12.00		
Vac Earned	14.68		
Vac Earned	15.35		
Vac Earned	7.01		
Vac Earned	12.00		
Vac Earned	12.00		
Vac Earned	10.00		
Vac Earned	12.67		
Vac Earned	10.00		
Vac Earned	20.04		
Vac Earned	10.00		
Vac Earned	12.00		
Vac Earned	16.69		
Vac Earned	18.03		
Vac Earned	8.67		
Vac Earned	16.02		
Vac Earned	12.00		

Payroll Review

01/31/2014

Earnings

Earning Item	Hours	Rate	Salary
Vac Used	5.00	19.15	95.75
Vac Used	16.00	25.62	409.92
Vac Used	8.00		
Vac Used	30.00		
Vac Used	6.00	25.67	154.02
Vac Used	16.00	25.62	409.92
Vac Used	31.00	29.15	903.65
Vac Used	48.00		
Vac Used	6.00	25.67	154.02
Vac Used	26.50	29.15	772.48
Vac Used	4.00	30.93	123.72
Vac Used	32.00	15.20	486.40
Vac Used	17.00	25.67	436.39
Vac Used	68.00	21.42	1,456.56
Vac Used	24.00		
Vac Used	16.00	23.46	375.36
Vac Used	16.00	25.67	410.72
Vac Used	26.00	24.89	647.14
Vac Used	16.00		
Vac Used	6.00	25.67	154.02
Vac Used	6.00	25.67	154.02
IVac Used	48.00		
22	471.50		7,144.09
Earning Item	Hours	Rate	Salary
Vehicle Usage			21.00
Vehicle Usage			57.00
Vehicle Usage			45.00
Vehicle Usage			12.00
4			135.00
398	11,893.84		208,197.23

VAC BUY OUT COST

City Of Prosser
MCAG #: 0205

Time 10:38:37 Date: 02/06/2014
01/01/2014 To: 12/31/2014 Page: 1

POLICE

Date	Hours	Pay
01/31/2014	80.00	2,296.00
01/31/2014	151.00	4,249.14
01/31/2014	80.00	2,559.20
	<i>311.00</i>	<i>9,104.34</i>
TOTAL POLICE	311.00	9,104.34
TOTAL VAC BUY OUT	311.00	9,104.34

SICK BUYOUT COST

City Of Prosser
MCAG #: 0205

Time 10:38:57 Date: 02/06/2014
01/01/2014 To: 12/31/2014 Page: 1

POLICE

Date	Hours	Pay
01/31/2014	669.00	9,412.83
	669.00	9,412.83
TOTAL POLICE	669.00	9,412.83
TOTAL SICK BUYOUT	669.00	9,412.83

COMP BUY OUT COST

City Of Prosser
MCAG #: 0205

Time 10:39:15 Date: 02/06/2014
01/01/2014 To: 12/31/2014 Page: 1

POLICE

Date	Hours	Pay
01/31/2014	40.00	1,125.60
	<i>40.00</i>	<i>1,125.60</i>
TOTAL POLICE	40.00	1,125.60
TOTAL COMP BUY OUT	40.00	1,125.60